



*Manistee Harbor from First Street Overlook*

# 2013 HIGHLIGHTS

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## **Our Vision:**

*“Manistee will be the community of choice on the Northwest Michigan coastline with a strong, diversified economy providing opportunities for all...a city whose prosperity continues into the future.”*

## **Our Purpose:**

*“The purpose of the Manistee City Council is to provide direction for the community on behalf of its citizens. The Council will achieve this through exemplary leadership, being accessible and approachable for all, upholding policy, ensuring financial stability, and providing citizens’ safety, economic opportunity and a better quality of life.”*

## **Strategic Mission:**

*“To competitively position the City of Manistee as the community of choice and destination for businesses, industry, tourists and families.*

## **Three Year Strategic Goals (SG#)**

1. Economic Development & Jobs.
2. City Infrastructure.
3. Beaches, Parks & Recreational Areas.
4. Financial Stability & Continuous Improvement.
5. Intergovernmental Relationships.
6. Housing, Homelessness & Senior Citizens.

# *A Message from the City Manager...*

Each year when I begin to write the Highlights message, I review the messages from the previous years. For the past decade we have started each highlight message with the struggling State economy. This year you can feel a change in the air surrounding Manistee County's economy. While the State continues to struggle, the economy is moving forward. Increased business interest in Manistee County and reduced storefront square foot vacancies in the downtown are good indicators of the future. In 2013 the City of Manistee received \$629,600 in federal, state and local grants. The City committed \$66,300 to secure these grants; a good return on our investment.

The 2013 construction season was very busy, specifically down at First Street Beach. In early 2012 the First Street Beach House was removed to make way for a new facility. Due to timing and bid prices, construction of both the First Street Beach Shelter and the Fish Cleaning Station did not commence until April 2013 and both were completed by the end of summer. These two facilities were identified on the Council adopted Beach Conceptual Plan and the Council Strategic Plan.

As we identified in 2012, the City will need to look at significantly scaling back making improvements to public property due to a lack of available funds. These past 3-5 years of massive capital improvement projects are unsustainable moving forward unless new sources of revenue can be identified. While utility projects dominated the 2012 construction season, 2013 was dominated by discussions with both Manistee Township and Filer Charter Township regarding utility expansion outside the City limits.

Nearly a decade after the Vogue Theatre shut its doors; it was reopened during the 25<sup>th</sup> Annual Victorian Sleighbell Weekend. Congratulations to those who have worked so long and hard to bring movies back to Manistee.

As 2013 comes to an end I would be remiss not to thank all those City employees; who through their daily actions provide services to Manistee residents. As with past years, no doubt more economic challenges will be before us that will require everyone to perform additional responsibilities.

The entire community should be proud of the accomplishments of 2013, what a year! I look forward to the challenges and opportunities of 2014.

*Mitchell D. Deisch, City Manager*

## CONSTRUCTION

1. In 2012 the former First Street Beach restrooms were removed in anticipation of construction of the First Street Beach Shelter. The new facility has an open floor design with restrooms, changing rooms, outdoor showers, electronic charging stations, and concessions. Bid received in early 2013 in conjunction with the Fish Cleaning Station. On March 5, 2013 Council selected the low bid from Tridonn Construction in the amount of \$596,863 for both projects; which was reduced to \$545,010 through value engineering. Preconstruction meeting was held March 18; both projects commenced in April. While under construction, restroom facilities were made available for use by the public during the Fourth of July holiday. The approximate cost of the First Street Beach Shelter was \$410,000. Funds to build the structure came from the Michigan Natural Resources Trust Fund (\$280,000), Local Revenue Sharing Board (\$100,000), and the City of Manistee Capital Improvement Fund (\$30,000). No resident tax dollars (local or state) were used to fund the project. SG#2 & #3



*First Street Beach Shelter*

2. The new Fish Cleaning Station was dedicated August 21, 2013; with the facility being considered one of the best in the state. New amenities include 6 stainless steel fish cleaning tables (2 of the 6 are barrier free compliant), composite cutting boards, fillet hanging baskets, cooler cleanout station, freezers and restrooms. The total cost for the new facility was approximately \$233,000. Funding was through the Great Lakes Fishery Trust (\$75,000) and the City of Manistee Capital Improvement Fund (\$158,000). No resident tax dollars (local or state) were used to fund the project. **SG#2 & #3**



*Fish Cleaning Station Dedication*

3. With the completion of the new fish cleaning station and restroom facility; demolished the old concession stand on September 25. The facility was not salvageable but all salvageable equipment was removed prior to demolition.
4. Replaced 2 inch main on Fourteenth and Maple Streets. Discovered dead end pipe; added fire hydrant to facilitate annual flushing. **SG#2**

5. MDOT made the City aware that there were unobligated Small Urban funds in the State's fiscal budget. The City took this opportunity to assist with the milling and resurfacing of Kosciusko Street from Eighth to Twelfth Street (see picture below). Elmer's submitted the low bid. A pre-con was held in January and the project began April 15 and was substantially completed by mid-May. Punch list items were addressed including drainage issues with the pavement. Elmer's returned to diamond grind the surface to allow rain water to drain properly. The new asphalt was sealed, striped and the project was complete in September. The total approximate cost of the project was \$205,764; of which \$164,611 came from the Small Urban Grant and \$41,153 came from the City Street Fund. **SG#2**



6. Rocket (Rotary) Park Playground improvements continued to move forward. Four requests for design proposals were received, with the Committee selecting Sinclair Recreation. Plans were submitted to City Council on March 5, 2013 with a public hearing held for a grant application to the Land & Water Conservation Fund to assist in the

funding. AES prepared and submitted the grant application on behalf of the City. Notice of grant funding is anticipated in late 2013. If additional funding is received, construction will commence in spring of 2014. In conjunction with this project private donations of \$775 were accepted for the installation of a Richard Knechtges Memorial near the site of the new playground; recognizing Richard's dedication to the barrier free community. The location of the project has been moved to the area west of the basketball parking lot, adjacent to First Street to comply with barrier-free standards. Anticipated funding for the project is through the LAWCON Grant (\$48,000), Local Revenue Sharing Board (\$25,000), City of Manistee (\$20,000) and various service clubs (Rotary \$5,000). SG#3

7. Accepted bids for the Maple Street Sidewalk/Drainage project. Elmer's was the low bid at \$45,897.25. The project began in April, following resolution of easement issues. Stamped concrete and caulking issues were addressed in August / September. This project addressed the storm water drainage issue in the area and was a collaborative project with private property owners, Downtown Development Authority, and the City. Total project costs were estimated at \$56,000; shared by the DDA (\$10,000), building owner (\$10,000) and the City. SG#2 & #5
8. In 2012 State of Michigan MDEQ S2 grant in the amount of \$227,000 was approved for the continued investigation and planning to eliminate inflow and infiltration into our sewer collection system and other necessary sewer related planning. Agreements were signed in April to begin the Sanitary Sewer Evaluation Study; continued into 2013. Surveyed main interceptor sewer and discovered it is very flat and in some areas, flows backwards. Will require continued maintenance. Flow-dar has documented spikes during rain events. Completed additional smoke testing of sewers to identify illegal connections. Utilizing dye testing roof drain inspections downtown reveal that almost half are illegally connected. City undertook catch basin closures. During spring flushing program staff identified a spike at the WWTP and an illegal cross-connection was discovered at River and Maple Street. This connection was bulk-headed. The draft report was delivered to the City in mid-November by Abonmarche and will be the source of information to apply for SAW grant. SG#2
9. Riverbank Sewer Project has been designed. Easements have been obtained and the project has been permitted by the MDNRE and USACOE. USACOE had requested a HEC-RAS study be completed

in order to update the FEMA flood insurance maps. Construction will follow when funds are available. **SG#2**

10. Work continued to close out the Maple Street Bridge electrical upgrades project. **SG#2**
11. The rear Fire Station door was reconfigured to allow vehicle access. Following a bid process Joseph A.A. Helminski Construction was selected to complete the work at a cost of \$26,448. **SG#2**
12. Using Local Revenue Sharing funds, undertook restroom improvements at the Teen Center. Labor was provided in-house with the new Facilities Manager position.



*Fire Station Vehicle Access Door*

## GOVERNANCE

1. 2013 - 2014 Fiscal Year Budget and Capital Improvement Plan was approved. Council reviewed Ramsdell Theatre White Paper in February and the Community Development White Paper in March. Budget recommendations were published March 22 and introduced to the Council and public on April 2. Work sessions and public hearing were held in April. Budget document adopted May 7, 2013 and includes a \$5,774,803 General Fund Budget. Millage was set at 17.2957 mills for the General Fund and 1.15 mills for the Refuse Fund. There was a 10% rate adjustment to water and sewer; charges established at \$3.37 and \$6.74 per 1,000 gallons respectively. Refuse monthly user charges were established at \$3.12, \$6.24 and \$9.36; depending on the level of service selected. Budget process has to become more precise as available cash dwindles. Completed all EVIP requirements for continued State funding. **SG#4 & #5**
2. Approved budget amendment 2013-01 for fiscal year end in June. Required by law to ensure actual expenditures do not exceed budgeted amounts. **SG#4**
3. Approved Main Street Downtown Development Authority Budget for 2013-2014 and their amended 2012-2013 Budget. **SG#5**
4. David Wilson, CPA in fifth year of agreement to prepare annual audit. June 30, 2013 audit was presented to City Council on October 15, 2013. **The audit shows a General Fund Balance of \$1,175,303; an increase of \$194,061.** Manistee had a clean (unqualified) audit opinion, no deficiencies in internal controls, and no instances of non-compliance under Government Accounting Standards. **SG#4**
5. There was no further Headlee Rollback on 2013 maximum authorized operating millage rate for FY 2013-14. Council approved 17.2957 operating mills for 2013, not levying the additional .4655 mills allowed by law. **SG#4**
6. Three Council seats were up for election in November. Candidates on the ballot were: Second District Edward Cote, Fourth District Robert Chip Goodspeed, and Sixth District Beth Ann Adams, John R. Garber, and Mark Wittlieff. At the Organizational Meeting in November, Deputy City Clerk Mary Bachman sworn in Edward Cote,

Robert Chip Goodspeed and Mark Wittlieff. Council elected Colleen Kenny as Mayor and Catherine Zaring as Mayor Pro-Tem.

7. Strategic Planning – City Council updated their 2013-2016 Strategic Plan at a meeting held November 1, 2012. Council reviewed the final plan at the January 8, 2013 work session.

The Harbor Commission held a strategic planning session in August to determine how the Commission could support the Council's plan. This could become a template for other boards and commissions.

8. MML Capital Conference April 9 & 10, attended by Mayor Pro-Tem Zaring, Councilmember Cote, Mitch Deisch, Ed Bradford, Jeff Mikula. Good information received on EVIP standards and personal property tax legislation. SG#4
9. Began using the Michigan Intergovernmental Trade Network (MITN) for posting all city bid notices to increase potential responses. The number of bids received has increased since joining this network. SG#4
10. Continued to work cooperatively with Manistee Township, AES, Manistee County and the LRBOI to formalize a water franchise agreement in Manistee Township. Discussions continued throughout the year. SG#5
11. On August 16, 2011 Council approved three separate agreements with Filer Charter Township for utility services including: an Operating Agreement, a Wastewater Treatment Agreement, and a Master Agreement. In November 2012 agreements were amended to eliminate the construction of the third final clarifier, changed the Township connection charge to \$1,350,000 and allows complete discretion by the City on how funds are spent. With the change in township supervisor, City Manager and staff met with FCT in April to review agreement structure. 2014 construction was anticipated by Filer Township but they are now undertaking another review of the agreements, costs, and options for wastewater collection / treatment. SG#2 & #5
12. Mayor Pro-Tem Zaring, Councilmember Hornkohl, City Manager Mitch Deisch, Finance Director Ed Bradford and DPW Director Jeff Mikula attended the Annual Michigan Municipal League Convention in Detroit in September. Hornkohl served as delegate voting member, Zaring served as alternate. SG#4

13. City continues to use social media like Facebook to interact and inform the public. This page is not intended to be a forum for public debate or discussion; rather is used to disseminate information in a timely manner to residents and visitors. There are currently more than 922 likes/fans of the City's Facebook page. If you haven't already done so, please like our page!
14. Councilmember Eric Gustad attended County Regional Summit in September. **SG#4**

15. Conducted Annual Mayors Exchange Program with Boyne City in June. This is an annual opportunity to learn and network with other Michigan municipalities. Mayor Kenny is shown at right accepting a gift from Boyne City. **SG#5**



16. Councilmembers Sid Scrimger and Ilona Haydon resigned their positions effective January 15. Sid Scrimger served the Second District from November 2011 through January 2013. Ilona Haydon served the Fourth District from November 2007 through January 2013. City Council advertised for vacancies, held interviews at a special meeting held February 12, 2013. Councilmembers Edward Cote and Robert Goodspeed were sworn into their positions for the Second District and Fourth District respectively on February 19, 2013. Both seats were up for election in November.
17. Two elections were held in 2013: Special election in August and the General Election in November.

Clerk's Office hosted election Public Accuracy Test in conjunction with Onekama Township. **SG#5**

18. Annual Council bus tour of project area was conducted August 13 and included: Maple Street Sidewalk, Kosciusko Street, Maywood Tank, Morton Park, Fifth Avenue Beach Lawn Area, First Street Roundabout, Fish Cleaning Station, First Street Beach Shelter,

Playground Equipment, Lighthouse Park, Northside Riverwalk, and other areas of interest.

19. City Manager Mitch Deisch assisted the Alliance for Economic Success Board to hire a new Executive Director. Kathy Adair Morin began work for the AES on January 3 and was introduced to City Staff that month. **SG#5**
20. Participated in regional economic development discussions to explore the idea of regionalizing economic development for Manistee and Mason counties. The intent is to generate enough revenue to enhance the EDO staff so that a greater level of service can be provided to both counties. Information was presented to area elected officials on September 11. Discussions will continue into 2014. **SG#1&#5**
21. Renewed Four-Year Agreement with the County Prosecuting Attorney's Office to provide legal representation on all violations which are by definition misdemeanors and felonies. **SG #5**
22. Accepted recommendations by the Compensation Commission to increase salaries for the Mayor and City Council effective January 1, 2015. This is the first increase since January 2009.
23. The Manistee Housing Commission, through the U.S. Department of Housing and Urban Development (HUD), received notification of a financially troubled status in 2012. The City of Manistee was requested by HUD to partner with the Housing Commission to rectify the troubled status. A Financial Recovery Action Plan was created. The City of Manistee was asked to partner with the Housing Commission in the completion of the Action Plan. As a signatory to the agreement the City commits to oversee and monitor the Housing Commission in its discharge of their duties. Work along these lines continued in 2013; City assisted Housing Commission in responding to citizen inquires and FOIA requests. City continues to assist the Housing Commission to address these issues. **SG#5 & #6**
24. New Councilmember orientation materials put into electronic format and stored on Dropbox. Eliminates the large box of information provided to new Councilmembers. **SG#4**
25. Continued to work with MDNR / U.S. Forest Service to protect nesting sites of endangered Piping Plovers north of Fifth Avenue Beach. This was the sixth year that the Piping Plovers selected this site. **SG#5**

26. Board and Commission bylaws are reviewed annually by respective groups, and if amended, forwarded to Council for review and approval. Completed amendments for Planning Commission, Zoning Board of Appeals, Harbor Commission, Brownfield Redevelopment Authority, Non-Motorized Transportation Committee, and the PEG Commission in 2013.
27. Department of Public Works contracted by Onekama Village to clean their beaches in early June. **SG#5**
28. Participated in annual Fire Prevention Festival held in October. Worked with other area fire departments to provide fire safety education for children. **SG#5**
29. Councilmembers Gustad and Zaring, along with City Manager Deisch, attended the Annual Meeting and Business Awards Dinner of the Manistee Area Chamber of Commerce on November 13, 2013.
30. Continued to review and address low water issues. The Manistee River Channel was dredged again in late July; removing 48,200 cubic yards of materials that was deposited in Lake Michigan at the 8-12 foot contour south of the harbor. This was a USACOE project performed by the King Co. at a cost of \$292,470.

Abonmarche completed a bathymetric survey of the First Street Launch Ramp that identified a drop-off. Public Works determined a short-term solution by adding rock along the base of the concrete skid pier at an approximate cost of \$800, plus labor. This work was previously contracted out for substantially more money. Only one incident occurred in 2013 and a small amount of stone was again added at the west end. Manistee's launch was in much better shape than most Michigan facilities.

A portion of the Municipal Marina will be dredged in 2014 following the receipt of emergency dredging funds from the State of Michigan. Most of the \$24,450 of grant funds were eaten up by engineering and permit expenses but the permit received for the marina will be good for 5 years. **SG#5**

31. Initiated regular meetings between the City Manager/Mayor and the City's representatives on the County Board of Commissioners.

The intent of the meetings is to improve governmental communications and to look for opportunities to collaborate. SG#5

32. Manistee awarded Tree City designation in 2013. City has been a recipient for more than twenty years.
33. Continued public tours of City Hall, Ramsdell Theatre and the Fire Station.
34. The Non-Motorized Transportation Committee sponsored the sixth annual Healthy Active Manistee Week (HAM It Up) the third week of May. The City was awarded its first gold level Promoting Active Communities award. This is the ninth consecutive PAC award.
35. Non-Motorized Transportation Committee organized the third annual local Labor Day Bridge Walk.
36. Worked with the Manistee Housing Commission on a contract with the Department of Public Works to provide yard maintenance services. Contract began in 2013. City hired an additional seasonal worker to complete contracted services. SG#5
37. Completed Request for Qualifications and interview process before entering into a five year agreement with the Spicer Group for Engineer of Record services in October. Current projects with Abonmarche will be completed during the transition.
38. MDOT workshop in June on designing bike lanes for elected officials and road commissions. Several staff participated. Abonmarche hosted the lunch for the event. SG#5
39. Assisted the Downtown Development Authority in their search for a new Director. Patrick Kay was selected and began his tenure with the MSDDA in November.
40. A Committee consisting of Heather Pefley, Denise Blakeslee, Mary Bachman, Kathie Boyle, Mark Niesen and Cindy Lokovich selected the Manistee County Holiday Hope Team as recipient of items donated to the Mitten Tree hosted at City Hall. The tree quickly filled with winter accessories. Toys for Tots donation barrel was also hosted and was filled by employee donations.

### **Manistee News Advocate – Best of People’s Choice Awards:**

- Best Law Officer – David Shands

### **Business Registrations:**

- Jackie's Beauty Salon, 168 Lincoln Street
- Lakeshore Cleaning Services, 409 Water Street #2
- Parkdale Block & Building Supplied, 174 Cleveland Street
- Manistee Historic Red School House CDC, 284 First Street
- Daybreak Gallery & Studio, 386 River Street
- Sara's Downtown Hair Designs, 335 River Street
- MS Creative Services, 263 River Street
- Dempsey Manor, 506 Maple Street
- McManigals, 522 Ramsdell Street
- Blue Fish Kitchen, 312 River Street
- Zoelle Consignment & Boutique, 431 River Street
- Play It Again Johnny, 318 River Street
- Love INC of Manistee, 390 River Street
- Robert Mattice DDS PC, 422 First Street
- Solar Eclipse Tanning, 355 River Street
- Swankyz Good Goods, 393 River Street
- Pierport Farms, 358 River Street
- Miller's Christmas Trees & Wreaths, 21 Cypress Street
- Pretty in Pink Salon, 342 River Street

### **Parcel Splits / Combinations:**

- Brad & Joan Kolk, 486 Fourth Street
- Edward & Jeanne Hybza, 331 Fourth Street
- Gary & Eleanor Patulski, 159 Quincy Street
- Harbor Village, 112 Marina Drive

### **Banner Applications:**

- Tight Lines for Troops
- Forest Festival
- World of Arts & Crafts
- Grapes on the River
- Sidewalk Sales
- Hops & Props on the River
- Paint the Town Pink
- Toys for Tots / Gifts for Teens

**Policies:**

- Purchasing Policy CP-13
- Oil & Gas Investment Policy & Spending Rule
- Consolidated water tap, sewer tap and road breakage into one policy and increased tap fees to cover actual cost
- GP-71 Surplus Property

**Ordinance Amendments:**

- Z12-09 Zoning Board of Appeals Membership
- Z12-10 Planning Commission Membership

**Resolutions:**

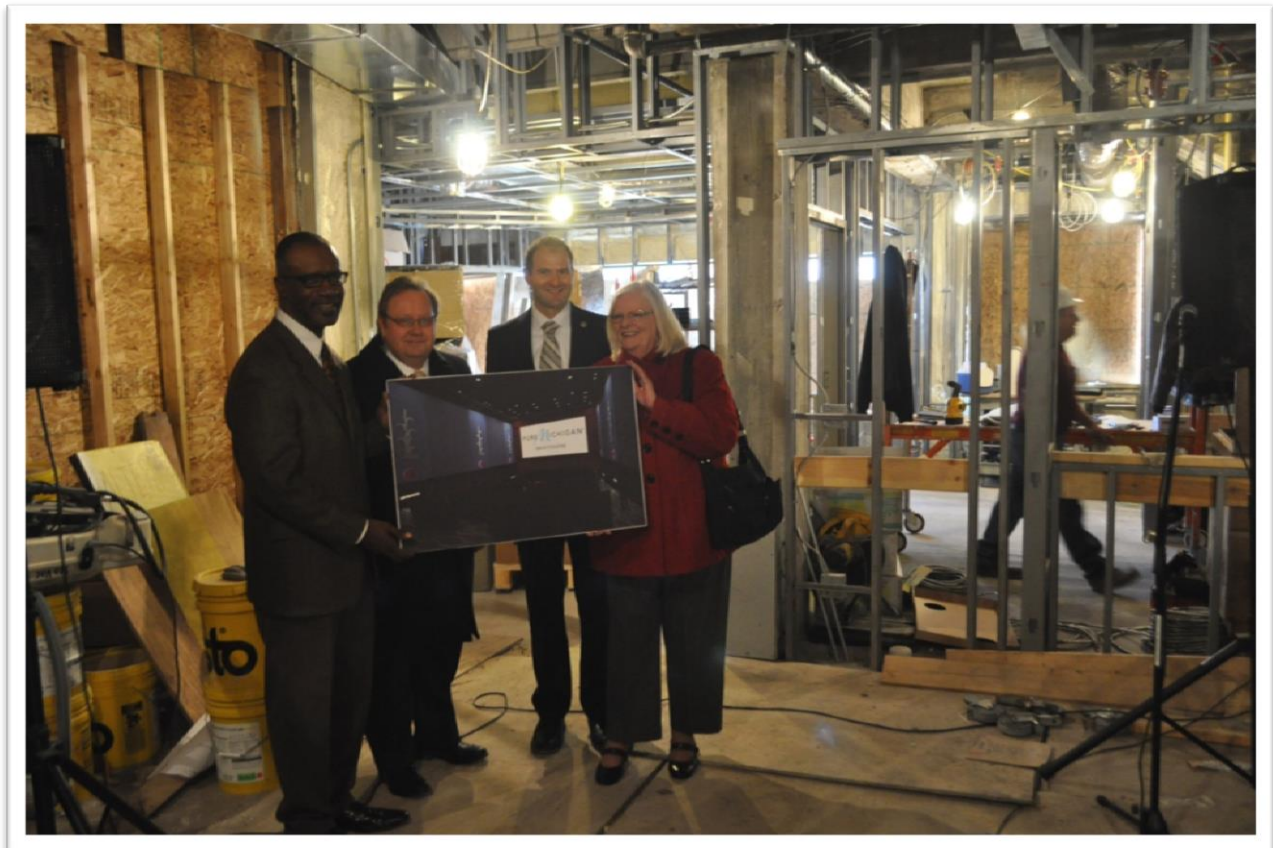
- RES 13-01 Kosciusko Street Small Urban Grant
- RES 13-02 2013 Refunding Bonds (LTGO)
- RES 13-03 Authorize CDBG Signature Building Grant
- RES 13-04 Partner in Collaborative Master Plan & Implementation Strategy
- RES 13-05 LAWCON Grant Application for Playground Equipment at First Street Beach
- RES 13-06 Thanks & Appreciation, Administrative Professionals Week/Day
- RES 13-07 Adopt Advance Life Support-Transport Level of Service
- RES 13-08 2013-2014 Budget Adoption List
- RES 13-09 Approve Waterways Grant Agreement – Emergency Dredging
- RES 13-10 Support Lakes to Land Competitive Grant Assistance Program
- RES 13-11 Morgan Haywood Appreciation – Babysitter Hero
- RES 13-12 Authorize Purchase of Braun Ambulance
- RES 13-13 Authorize Change of Election Polling Location
- RES 13-14 Authorize Purchase & Financing, International Workstar 7400
- RES 13-15 Designate Street Administrator
- RES 13-16 Charitable Gaming License, United Way of Manistee
- RES 13-17 Authorize SAW Grant Application

**Annual Authorizations:**

Participated and assisted in various annual community festivals and events and authorized many fundraising opportunities for area nonprofits.

- St. Patrick's Day Parade
- Ham-It-Up Week

- Labor Day Bridge Walk
- World of Arts & Crafts
- Parkinson's Awareness Month
- Administrative Professionals Week and Day
- National Day of Prayer
- Walk for Children with Apraxia
- Memorial Day Parade
- Special Olympics Tag Day
- Running for God Event
- Legion Poppy Sales
- Arts & Crafts Show Banner
- Strutt Your Mutt
- Manistee Monster Mania Fishing Tournament
- Hops & Props on the River
- MHS & MCC Homecoming Parades
- Boos, Brews & Brats



*Vogue Theatre Pure Michigan Dedication*

## COMMUNITY DEVELOPMENT

1. The City continues to be successful in drafting and receiving grants. 2013 Grant Applications: SG #3, #4 & #5

LAWCON for Playground Equipment \$48,000 – approved

DTE for Boulevard Trees \$3,000 – denied

FEMA for Fire Dept. Air Compressor & Fill Station \$52,590 – approved

Region 7 Emerg. Mgmt. \$21,000 for City Hall Generator – approved

SAW Grant \$1,900,000 - pending

### **Local Revenue Sharing Board:**

2013 Cycle I applied for Fire – Paramedic Tuition \$12,000 (approved); Police – Century Terrace Surveillance System \$9,130 (approved); Fish Cleaning Station \$25,000 (denied); AAY Teen Center Improvement \$5,000 (approved); Vogue Theater Fire Suppression System \$65,000 (denied).

2013 Cycle II applied for Fire – Lucas CPR Unit & Ventilator \$16,900 (approved); Police – Tasers & Training Cartridge \$2,972 (denied); Police – Fire Person Reserve Unit \$18,430 (denied); Manistee Saints – Rietz Park Scoreboard \$17,284.42 (denied); Veterans Memorial Park – Sound System Upgrade \$2,000 (denied); Vogue Theatre – Revitalization Project \$10,000 (denied).

The City has received approximately \$989,521 from the Local Revenue Sharing Board since 2000.

2. Authorized an agreement to partner on a Collaborative Master Plan and Implementation Strategy with the Lakes to Land Initiative to update a component of the City's Master Plan. Visioning session held November 21. Notice was included in winter tax bill newsletter about an online survey that will allow public input for those unable to attend the visioning session. SG#5
3. Partnered with the MSDDA on a development agreement with the Blue Fish Kitchen for a possible acquisition of the former Tuscan Grille property on River Street. City applied for and received a \$300,000 MEDC Signature Building grant. The development agreement was signed by Council on 3/5/13. The closing on the property sale was on May 14, 2013. The first dinner held was for Mayors Exchange and the restaurant opened to the public late June. SG#5

4. Authorized lease amendment with Cingular Wireless PCS to remove the equipment inside the Industrial Park Tank to the outside of the tank. The annual rent payment was increased by \$2,400 per year to a total annual payment of \$32,400.
5. Assisted moving the Vogue Theater project forward by cutting the City's \$5,400 inspection fees by 50%; and assisted with the fire suppression line and road breakage. This collaboration was specifically identified in the City's **Strategic Plan 1.5.1**.
6. Manistee area continues to host film crews. September and October saw filming by 10 West Studios for Mickey Matson II Pirates Code at these locations: 342 Second Street, SS City of Milwaukee, Manistee Iron Works, Seng's Marina, Museum and Library.
7. Applied for SAW grant through the State of Michigan. An agreement was entered into with the Spicer Group to prepare a scope of work to apply for the grant and complete wastewater design work, studies and asset management plans for the wastewater and stormwater systems. The scope of work totals \$1,905,000; pending. **SG#2**
8. Taking a more aggressive stance on blighted buildings. Meetings have been held between the City Manager, City Attorney and Building Inspector on process. Drafted forms to help track blighted properties.
9. City Council met in work session on December 10, 2013 to discuss updating the 2008 Street Asset Management Plan as required every five years.
10. Vogue Theatre organizers dedicated the building's main theatre to "Pure Michigan" on Tuesday, November 19 recognizing the \$503,000 grant from the Michigan Economic Development Corporation. Mayor Pro-Tem Catherine Zaring is shown on Page 17 with CEO Mike Finney.

## OPERATIONS

1. Staff continued to draft departmental white papers. Council received the Ramsdell Theatre white paper on February 12, 2013 that included a recommendation in the 2013-2014 budget to move forward on theatre management. Mike Terry was hired in September to fill the Executive Director position; shifting job responsibilities from City Hall staff.

Ramsdell Theatre White Paper presented to City Council on 2/12/13, discussed by Council 2/19/13, recommendations in 2013-2014 Budget to move forward on theatre management.

The Community Development Office white paper was delivered to Council on March 5, 2013 and discussed at the 3/12/13 work session. Was used as the guide for department succession planning.

The Finance Department began working on their white paper in July and will present it to Council in early 2014. SG#4&5

2. City Clerk's Office submitted an application for a laptop, e-poll books and card reader for elections through the Help America Vote Act; no cost to the City. Grant was received; City also received half off maintenance agreement fees by utilizing the e-poll books. First used during August special election.
3. Completed contract reopeners with POAM/COAM, IAFF and USW regarding wages. Wage increases were effective July 1, 2013.
4. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistakes of fact and conditional rescission appeals.
5. Assessor participated in several tax appeals and settlement conferences this year.
6. The Manistee Fire Department transitioned to Advanced Life Support (ALS) service; receiving their license in March. New equipment was purchased and put into practice; the first patient was transported on March 24. Calls are 70% higher and resulting revenues are higher than anticipated (estimated at \$305,000). Council authorized the purchase of a demo ambulance from Braun Industries with a Stryker patient lift at a cost of \$257,904.



*Manistee Fire Department Ambulance*

7. Distributed used computer equipment through the Human Services Collaborative Board.
8. Completed twelfth year of beach sampling program. City financially responsible for Man-Made Lake samples. **SG#3**
9. MAPS / City Utility Agreement – In 2001 entered into an agreement to provide City water to the former Kennedy School on US-31 in Parkdale. MAPS is in the process of selling the property. An amendment was drafted to have the new owner fall under the traditional utility service fees. Agreement was approved by MAPS and City in August/September. **SG#5**
10. Continue to utilize ePackets for City Council meeting agendas using iPads and Dropbox for all Councilmembers and Department Directors. Agenda packets are no longer mailed or emailed and are regularly posted on the City's website at [www.manisteemi.gov](http://www.manisteemi.gov). While on the City's website, click on the "Notify Me" button. You will be able to sign up for regular email updates on a variety of subjects. We also post Council and other board and commission dates on

Facebook ([f facebook.com/CityofManistee](https://www.facebook.com/CityofManistee)) with a link to the agenda packet. Please like our page and get regular updates this way too.  
**SG#4**

11. Assessor finalized L4025 additions and losses so that the City can levy taxes. No Headlee rollback this year, tax rates remain the same as last year.
12. Approved listing agreement with Coldwell Bankers for Renaissance Park lots in May.
13. Kicked off Water Study / Plan with Abonmarche in January. Meetings were held with staff in July and August. The draft plan was delivered to the City in November. **SG#2**
14. Authorized refunding of Capital Improvement Bonds used to finance City Hall renovations in March due to lower interest rate climate. Total projected gross savings estimated to be in excess of \$220,000; approximate 9% savings (\$20,000 a year). **SG#4**
15. Continue to increase the use of the Ramsdell Theatre Complex. Staff will keep trying options to fill open nights at the complex with special events, concerts, movies, opera broadcasts and film premiers. Revitalized the Friends of the Ramsdell fundraising group. **SG#5**
16. Continued to address operational issues with the auto-attendant at the First Street Launch ramp. Boater compliance is higher due to the change in location and better signage; however the mechanics of the equipment continues to be a challenge. **SG#3**
17. Changed polling location for Precincts 1, 2 & 3 to the Municipal Marina Open Space. Manistee Area Public Schools voiced concern about continuing to hold elections at school facilities. New location was first used in November.
18. Completed annual stump removal program, 44 stumps were removed by a private contractor. City assisted with cleanup and black dirt.
19. Renewed City Manager employment agreement.
20. Many City employees generously contributed to the annual United Way Campaign. Sergeant Schmeling ran the program for the City.

21. Continued to address invasive plant species like Phragmites Grass, Garlic Mustard and Japanese Knotweed.
22. Approved annual depositories for city funds that included: Charles Schwab, Flagstar Bank, Honor State Bank, Huntington Bank, MBIA Michigan Class, Northwestern Bank, PNC Bank, Shelby State Bank, UBS West Michigan Bank & Trust, and West Shore Bank. **SG#4**
23. Approved a ten-year deck lease with the Boat House Grill. Strengthened the agreement to address late payments on lease, utility bills, and taxes.
24. First year of collaborative agreement with the Manistee Housing Commission on grass cutting for their properties. Allows hiring of an additional summer position.
25. Intergovernmental cooperation with Road Commission / MDOT on equipment, seasonal sand removal and leveling at both beaches, crack sealing, street sweeping. **SG#5**
26. Assisted Manistee Road Commission and MDOT with emergency assistance in April for a plugged culvert on US-31 north of Bear Lake that was causing flooding to adjacent property owners. **SG#5**
27. Continued to explore/implement GIS. \$2 grant will collect extensive amounts of data to be incorporated. City/County partnership has ended and City continues to use consultant. **SG#2**
28. Dynamic disaster training exercise held on May 17-18 at the airport for public safety personnel.
29. Created Ad Hoc Domestic Animals Committee to assist in the rewrite of current ordinance.
30. Began program to replace all large water meters. More efficient meters will result in cost recovery in two years. No cost to the customer except for internal plumbing.
31. Replaced flow meter at the Oaks Correctional Facility. Monitoring continues of higher than normal concentrations; options for corrections are addressed in the City's Sewer Use Ordinance.

32. DPW implemented new program that assesses fees for cost recovery for the use of public resources like picnic tables and snow fence.
33. Continued quarterly financial and investment updates to City Council. SG#4
34. Conducted annual aerial and ground ladder testing. The ladder truck received annual maintenance and recertification through the Manistee County Road Commission. SG#5
35. Completed annual Paser rating updates in the fall of 2013. SG#2
36. In a move to cut down on grounds maintenance, poured concrete pads under bleacher systems in park areas.
37. Deputy City Clerk completed Workmens' Comp audit (completed every three years).
38. Spicer Group performed inspections of the Maple Street Bridge. The structural inspection is required every two years and the underwater inspection is required every five years. SG#2
39. Heather Pefley and Cindy Lokovich created materials in house to market the Marina Open Space. Rentals are increasing.
40. City Firefighter/Paramedic Jim Henderson taught CPR classes to interested City employees, Councilmembers and Morton Salt employees. Classes began in 2012 and continued into 2013. SG#4
41. Public Safety Department conducted auction in November to purge lost and found items or items seized during investigations. It had been approximately five years since the last auction. In collaboration, the auction included items from other city departments and the Sheriff's Department.
42. Undertook alley maintenance, grading and trimming. First time in many years. Improves alley access for emergency vehicles. While a few complaints were generated, the majority of comments from property owners were positive.
43. Hired Carl's Excavating to remove the burnt home at 212 St. Mary's Parkway, following approval by the Court. The cost of demolition was more than \$10,000; a lien will be placed on the property. Demolition was completed prior to Halloween.

44. DPW staff participated in two winter maintenance conferences this fall that provided information and practical knowledge on ways to clear streets and apply sand/salt in more efficient ways.
45. Council designated Jeff Mikula as Street Administrator who shall be responsible for and shall represent the municipality in transactions with the State Department of Transportation.
46. Community Development Office, Jon Rose and Denise Blakeslee, completed necessary credits to maintain their Master Citizen Planner Certification. SG#4
47. Executive Secretary Cindy Lokovich maintained her Certified Administrative Professional status, with a specialty in Organizational Management. Applied for and received recertification status that required a minimum of 60 points in education and 20 points in leadership. Recertification is required every five years. She accomplished her recertification in only three years. SG#4
48. City Manager Mitch Deisch maintained ICMA Credential Manager status. Credentialing status requires more than 40 hours of annual training in specific areas. A report on this training is required to be filed with the ICMA. This is a goal previously set by both the Manager and City Council. SG#4

#### **Equipment Purchases:**

- 2013 Vactor Model 2115 Combination Sewer Cleaner, \$271,235.49
- City Manager Ford Edge from Manistee Ford, \$23,232.70.
- Street Sweeper from Bell Equipment, \$126,050.00.
- Demo ambulance from Braun Industries with a Stryker patient lift, \$257,904.00
- 2014 International WorkStar 7400 Salt / Blade Truck, \$154,479.00
- Water Department service truck from Manistee Ford, \$32,013.00.

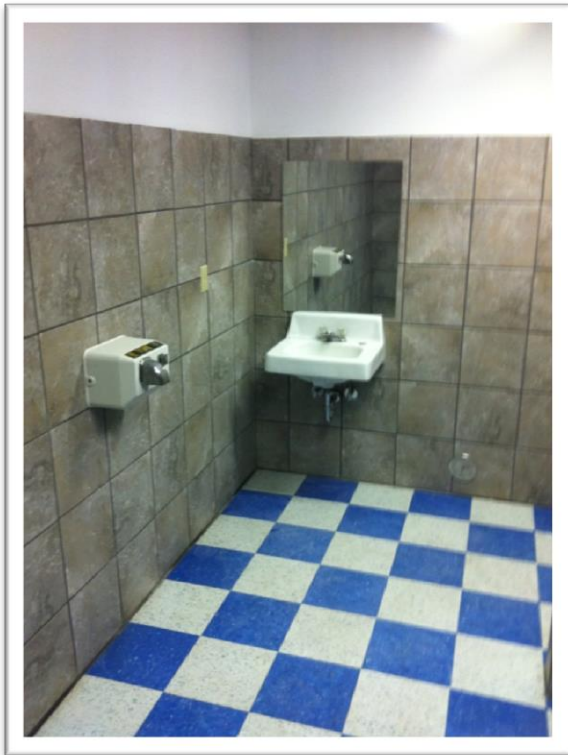
#### **Employee Hires / Retirements / Promotions:**

- Heath Darling promoted to Deputy Chief effective 2/18/13.
- Jeff Mikula hired 2/6/13 as Utilities Director; promoted to DPW Director as of 4/1/13.
- DPW Director Jack Garber retired as of 4/1/13 with 42 years of service.
- Mark Hansen elevated from part-time caretaker to fulltime Facilities Manager/Deputy Building Inspector on May 20, 2013.
- Community Development Director Jon Rose retired 7/31/13 with 22 years of service.

- Denise Blakeslee promoted to Planning and Zoning Administrator as of 8/1/13.
- Michael Terry began work as the Ramsdell Theatre Executive Director on September 9, 2013.
- Brandon Prince promoted to DPW Lead Person effective 9/27/13.

#### **Training / Certifications: SG#4**

- James Henderson, a member of the Manistee Fire Department obtained his Paramedic IC license. This is the highest state issued EMS license and gives him the ability to teach all four levels of EMS.
- Fire Department members Mark Cameron, Heath Darling and Fred LaPoint completed their paramedic hours and successfully completed the state/national test.
- Mary Bachman achieved her Master Municipal Clerk certification; she received her Certified Municipal Clerk in 2005.
- Schmeling and Peddie are taking fire officer classes on fire inspections.
- Sent four employees to the National Fire Academy.
- Heath Darling took management training for the law enforcement side.
- Municipal Law Seminar conducted by City Attorney's Office in October (attended by Council and Staff).



**Teen Center Restrooms**



**Mitten Tree**



*Lake Michigan Sunset.*

## **DIRECTORY OF OFFICIALS - 2014**

Mayor Colleen Kenny  
Mayor Pro-Tem Catherine Zaring  
Councilmember Edward Cote  
Councilmember Robert Hornkohl  
Councilmember Robert Goodspeed  
Councilmember Mark Wittlieff  
Councilmember Eric Gustad

\*\*\*

City Manager Mitchell D. Deisch

## **DIRECTORY OF OFFICIALS - 2013**

Mayor Colleen Kenny  
Mayor Pro-Tem Catherine Zaring  
Councilmember Edward Cote  
Councilmember Robert Hornkohl  
Councilmember Robert Goodspeed  
Councilmember Beth Adams  
Councilmember Eric Gustad

\*\*\*

City Manager Mitchell D. Deisch